

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130006-7

REPORTS INVENTORY

CONTROL NO.

Feeder Rpt. DDS/OL/BFB-1
~~DDX/XX/RECD/XX~~

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Program Call

2. TYPE OF REPORT

☐ STATISTICAL

☒ NARRATIVE

☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☐ PERSONNEL

☐ TRAINING

☒ LOGISTICS

☐ SECURITY

☐ MEDICAL

☐ FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

6

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not number of copies)

2

7. FORMAT (memorandum, form computer print-out, etc)

Memorandum

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

LN 30-17 Financial Administration

dtd 5 December 1969

10. PREPARING COMPONENT (include lowest level contributing information to report)

RECD and Branches

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Program Call submissions from 5 offices in RECD and the Significant Accomplishments report

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-12.1	6.82	27		184.14	1		184.14

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

184.14

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Analyze and determine requirements for current and five-year budget program.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒

RETAIN AS IS

☐

OTHER (explain)

☐ CHANGE

☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

9 October 1970

18. EXTENSION

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